



CITY OF FRESNO
PEOPLESOFT END-USER TRAINING
TIME AND LABOR V.8.3 COURSE MANUAL
NOVEMBER 2006

Table of Contents

Table of Contents	b
Time & Labor v.8.3 Training Outline.....	3
Time and Labor Overview	3
Changes to Time and Labor in release 8.3	3
Job Data	5
Time and Labor employee setup	6
Time Reporter Template	6
Schedule Templates	7
Data entry	7
Manager Self Service	8
Mass Time	8
Weekly Elapsed Time	10
Rapid Entry	11
Time and Labor processes.....	12
Time Administration.....	12
Manage Exceptions	13
Approve Time	14
COF customizations.....	15
COF Time Reporting Page.....	15
COF Time by Month.....	16
COF Employee Time Entry	17

Time & Labor v.8.3 Training Outline

Time and Labor Overview

Time and Labor is the PeopleSoft application used to report time worked and create payable time which is passed to Payroll. Time and Labor reports the type and amount of time, and to determine how the cost of that time is charged to the General Ledger and Projects. Schedules can be assigned individually to employees, or assigned as a default by workgroup. Employee's task assignment (fund/org/project information) is assigned by default, and can be modified to reflect an employee's various activities.

The process to report time for employees begins with assigning schedules to employees. This schedule can be the default from the workgroup if the employee's schedule is eight hours per day, Monday through Friday. If the employee has a non-default schedule, that schedule is assigned individually. The next step in the process is to report time for employees, either individually or collectively by group. There are several methods of reporting time. The best option will be determined by the time and task reporting needs of the department.

Time Administration is the process that converts reported time into payable time. Time Administration runs edit checks and rules on reported time, and creates payable time and exceptions. Exceptions are reviewed and corrected, and the time is approved to pass to payroll.

A process is initiated by payroll to consolidate and load Time and Labor information onto the pay sheets along with additional pay information that is part of employee's pay profile. The payroll is confirmed, direct deposit file is transmitted, and checks printed for distribution to employees.

Changes to Time and Labor in release 8.3

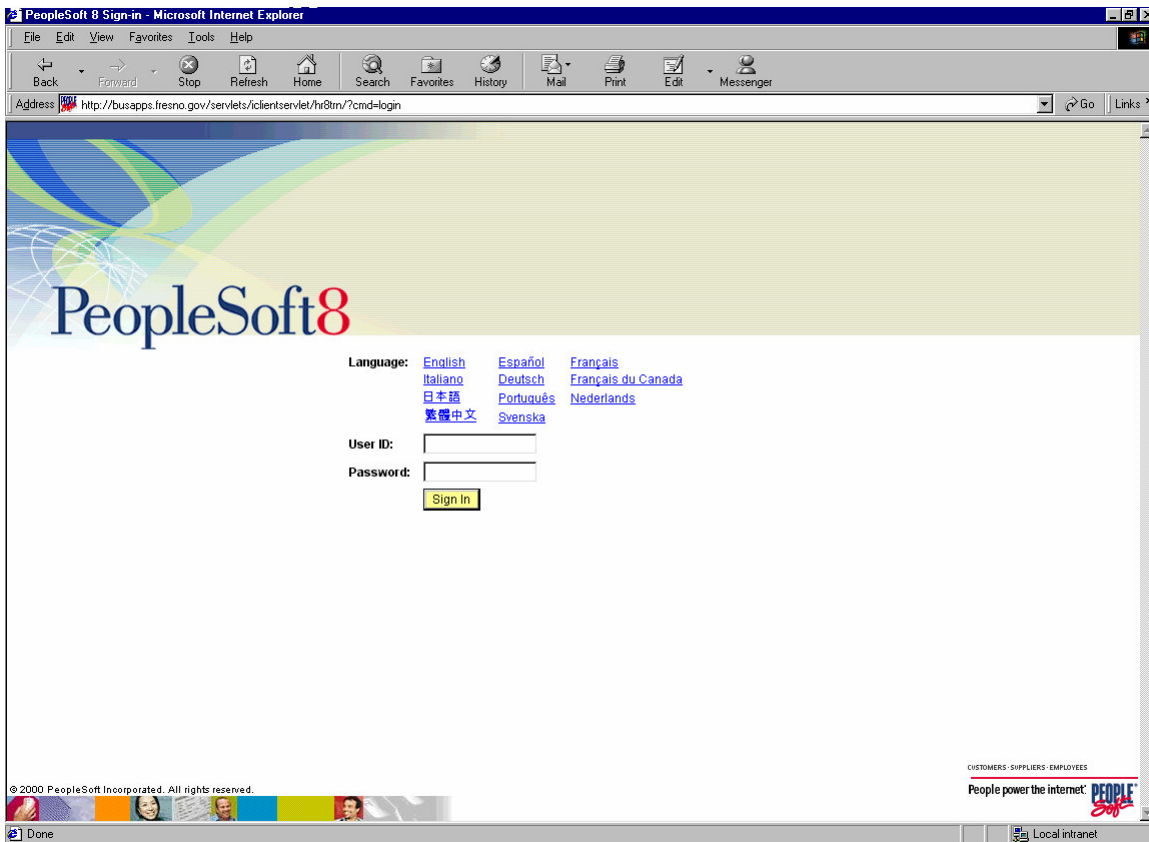
The newest release of PeopleSoft Time and Labor is a significant change from our current version, but the basic concepts of scheduling, creating and reporting time and exceptions remain the same. There is a new look to the pages and processes, but they will still seem familiar, and their use should be intuitive.

The most obvious change is from a Windows-based format to a Web-based format. The impact of this change is minimal from an end-user perspective, but provides a stronger back end interface with outside applications. There are other significant changes in the Time and Labor Update to Payroll process, but, again, those changes should have minimal impact on the end user.

PeopleSoft 8.3 uses an internet browser format to move from page to page, with a menu structure that is similar to PS 7.51. Users will click a link from a menu to advance to the desired functional page. Each page in PeopleSoft displays a header with the path taken through the menus to reach that page. Users can return to any intermediate page by

clicking the link from the breadcrumb trail.

The sign-on screen is reached by entering the URL in Internet Explorer. You will probably want to store this site as a favorite in Internet Explorer on your terminal.



Just as you can create favorites that jump to selected internet sites, PS users can bookmark pages as favorites and, using the Internet Explorer Favorites, skip directly to that page from any other page in PS

PeopleSoft provides search buttons for fields that have list of valid options (employee id, time reporting code, project id, etc). Within each page, valid options for individual fields will be displayed by clicking on the looking glass icon. The appropriate level of functional and row level security in PeopleSoft (what you can do, who you can see) is determined by your job responsibilities and your department/division.

Job Data

The page for Job information is reached by selecting Administer Workforce > Administer Workforce > Use > Job Data. Additional panels can be reached either by clicking on the tab at the top of the page, or clicking the link at the bottom of the page.

Job Data - Microsoft Internet Explorer

Address: http://busapps.hiroco.gov/servelet/ClientServlet/hd.htm?cond=staff

Home Administer Workforce Administer Workforce Use Job Data New Window

Job Data

Find an Existing Value

EmpID:

Name:

Last Name:

Alternate Character Name:

Personnel Status:

☐ Include History ☐ Correct History

Search Clear Basic Search

Job Data - Microsoft Internet Explorer

Address: http://busapps.hiroco.gov/servelet/ClientServlet/hd.htm?cond=staff

Home Administer Workforce Administer Workforce Use Job Data New Window

Job Data

Find an Existing Value

EmpID:

Name:

Last Name:

Alternate Character Name:

Personnel Status:

☐ Include History ☐ Correct History

Search Clear Basic Search

Time and Labor employee setup

The employee Time and Labor setup remains similar in PS 8.3 – each employee belongs to a Workgroup which defines their benefits and work rules, and a Taskgroup which defines the default for how their time is charged to the budget and project costing. Both the Workgroup and Taskgroup are assigned to the employees on the Maintain Time Reporter Data page

Maintain Time Reporter Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Messenger

Address <http://busapps.fresno.gov/servlets/clientServlet/hr8tm/?cmd=start&> Go Links

PEOPLE'Soft Home Help Sign Out

Home > Define Business Rules > Define Time and Labor > Enroll > Maintain Time Reporter Data [New Window](#)

Maintain Time Reporter Data

Beatty, Jeffrey R ID: 04509

Person Type: Personnel Status: Employee [Badge Detail](#) [Group Membership](#)

Create Time Reporter Data View All First 1 of 1 Last

Effective Date: 01/01/2001 Time Reporter Status: Active ☒ Send Time to Payroll

Time Reporter Type Time Reporting Template

☒ Elapsed ☐ Punch

Commitment Accounting Flags

☐ For Taskgroup ☐ For Department

Time Period ID:

Workgroup: 14A Management Employees CFMEA

Taskgroup: DSG0003 Accounting 100%

Task Profile ID: DSG0003 Accounting 100%

TCD Group:

Restriction Profile ID:

Rule Element 1:

Rule Element 2:

Rule Element 3:

Rule Element 4:

Rule Element 5:

Time Zone: PST Pacific Time, Tijuana

[Save](#) [Return to Search](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

Done Local intranet

Time Reporter Template

New in T&L 8.3 is the Time Reporter Template, which allows definition of a template of fields that are available for reporting time. By managing the Time Reporter Template assigned to an employee and the Task Profile Template assigned to the Employee's Task Group, time reporting panels can be customized as needed. Data fields can be included or omitted based on the needs of the department – when time is reported for each employee, the template displays the selected fields for input. If no Time Reporter Template is defined for an employee, then the time reporter template defined for the employee's taskgroup applies.

Schedule Templates





In addition to a default schedule that is defined for each workgroup, each employee can have a distinct default schedule. This schedule is attached to the employee on the Assign Work Schedule page. Navigate to Home > Define Business Rules > Define Time and Labor > Enroll > Assign Work Schedule. This feature of Time and Labor makes it easy to set the schedules in departments with non-traditional work schedules. Employees with the default schedule Monday through Friday, 8 hours/day will automatically be set with the workgroup default schedule. Employees with other schedules will be assigned the appropriate schedule, and effective dated rows can be added as schedules change.

[Home](#) > [Define Business Rules](#) > [Define Time and Labor](#) > [Enroll](#) > **Assign Work Schedule**

Assign Schedules

Jeffrey R Beatty

Empl Rcd#: 0

Schedule Assignments				
Details				
*Effective Date	Assign Workgroup Schedule	Schedule	Description	
06/23/2003	No	4X10 FSASU	4x10 Payperiod F, Sa, Su off	 
07/01/1999	Yes	REG PAYPER	Regular 2 Wk PayPeriod M-F 5x8	 

Data entry

There are new panels for time entry, both PeopleSoft delivered and City of Fresno developed panels. These will provide additional flexibility for data entry, and will be covered in detail in this document.

There are two primary T&L data entry methods, Self Service and Rapid Entry. Self Service can be done for individuals or groups, using either the Mass Time functions or the Weekly Elapsed Time functions. Rapid Entry uses the familiar process of creating a session with lines of data that is then loaded into Time and Labor. This manual will cover these processes in detail.

Manager Self Service

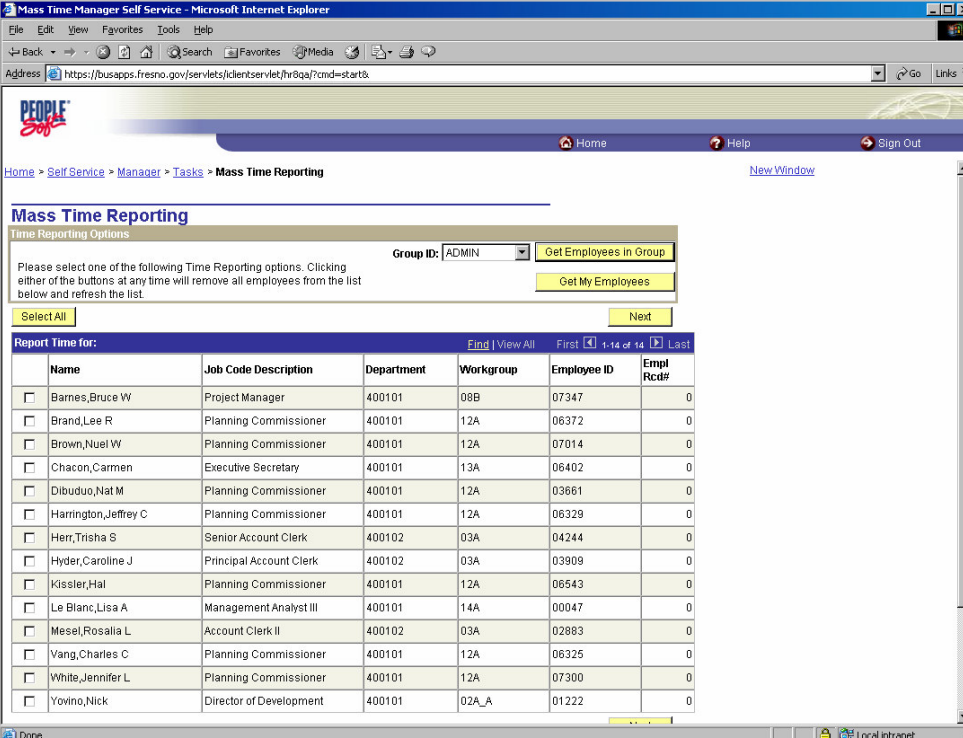
The Manager Self Service functions will likely be the most common time entry process. These pages allow access to all employees within a group or division, with the option of reporting time by pay period, by week, or by day. The functions available are Mass Time or Weekly Elapsed Time.

Mass Time

Navigate to: Self Service > Manager > Tasks > Mass Time Reporting

Report by one date or range of dates. The most common use will be to report for a range of dates, using the employee's schedule to report time. The employee's schedule is determined either by the workgroup default, or a schedule specifically assigned to the employee. Mass Time Reporting can also be used to report a pattern of multiple TRCs within a period, or distribute a sum of hours over the period according to the employee's schedule.

On the first page of the Mass Time Reporting process, select either your T&L group and click 'Get Employees in Group', or click 'Get My Employees' to bring up the employees you want to report time for. Select the employees to include or exclude by checking the box in the left column. You may select all the employees at once by clicking the 'Select All' button.



Mass Time Manager Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://busapps.fresno.gov/servlets/clientServlet?w9qa?cmd=start&...> Go Links

PEOPLE'S

Home Help Sign Out

Home > Self Service > Manager > Tasks > Mass Time Reporting New Window

Mass Time Reporting

Time Reporting Options

Please select one of the following Time Reporting options. Clicking either of the buttons at any time will remove all employees from the list below and refresh the list.

Group ID: ADMIN Get Employees in Group Get My Employees

Select All Next



Report Time for: Find View All First 1-14 of 14 Last

	Name	Job Code Description	Department	Workgroup	Employee ID	Empl Rcd#
<input type="checkbox"/>	Barnes, Bruce W	Project Manager	400101	08B	07347	0
<input type="checkbox"/>	Brand, Lee R	Planning Commissioner	400101	12A	06372	0
<input type="checkbox"/>	Brown, Nuel W	Planning Commissioner	400101	12A	07014	0
<input type="checkbox"/>	Chacon, Carmen	Executive Secretary	400101	13A	06402	0
<input type="checkbox"/>	Dibundo, Nat M	Planning Commissioner	400101	12A	03661	0
<input type="checkbox"/>	Harrington, Jeffrey C	Planning Commissioner	400101	12A	06329	0
<input type="checkbox"/>	Herr, Trisha S	Senior Account Clerk	400102	03A	04244	0
<input type="checkbox"/>	Hyder, Caroline J	Principal Account Clerk	400102	03A	03909	0
<input type="checkbox"/>	Kissler, Hal	Planning Commissioner	400101	12A	06543	0
<input type="checkbox"/>	Le Blanc, Lisa A	Management Analyst III	400101	14A	00047	0
<input type="checkbox"/>	Meset, Rosalia L	Account Clerk II	400102	03A	02883	0
<input type="checkbox"/>	Vang, Charles C	Planning Commissioner	400101	12A	06325	0
<input type="checkbox"/>	White, Jennifer L	Planning Commissioner	400101	12A	07300	0
<input type="checkbox"/>	Yovino, Nick	Director of Development	400101	02A_A	01222	0

Done Local intranet

The second page requires input for the date or range of dates, and how to report time. Normally, you will want to report time for a pay period (two weeks, Monday through Sunday) according to the employee's schedule.

When do you want to report time for?

- ☐ **Just One Date** Date:
- ☒ **Range of Dates** From:  To: 

How do you want to report time?

- ☒ Use the scheduled hours for the day(s) specified.
This will use the schedule to report time for the specified range of days.
The time reporter must be assigned to a schedule in order to report time using this option.
- ☐ Use the total number of hours entered and distribute them according to the schedule.
For example, if 40 is entered, then 40 hours would be distributed according to the schedule.
The time reporter must be assigned to a schedule in order to report time using this option.
- ☐ Specify multiple time transactions, to be applied to each day in the time period.
For example, apply 6 hours of REG and 2 hours of PTO to each day in the indicated time period.

The third page requires input for the TRC used, the Task Profile used, and allows a choice to replace or add to existing time. The Submit button initiates a process that posts time to Time and Labor. Normally, you will want to select the check box to use the default Task Profile, and replace existing time. Exceptions to this would be if the employee's time should be charged to a different account code, or if this page was used to report time that was in addition to the employees regular time (overtime, shift pay, etc).

Reporting Date Range: 08/18/2003 To 08/31/2003

Use the scheduled hours for the day(s) specified.

Reporting Details

Specify which Time Reporting Code (TRC) you want to use.

Time Reporting Code: 

Indicate whether you would like to use your Task Profile.



[Previous](#)

Replace Existing Time ☒

[Submit](#)

Weekly Elapsed Time

This time entry page is used to report daily hours for a week at a time. It will work especially well for temporary employees who do not work a fixed schedule, for posting leave time, or for adding overtime hours to employee's scheduled time. Navigate to Home > Self Service > Manager > Tasks > Weekly Elapsed Time. The panel will display seven days, beginning with the date input in the search box. It will usually be best to input Monday's date, and display the entire work week from Monday through Sunday.

Each line reports one TRC. If additional TRCs are used during the week, add a new line by clicking the 'Add a New Line' button. If leave hours are posted, remember to reduce the regular hours accordingly.

Enter or change time reporting data in the following table.
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

Reported time on or before 08/17/2003 is for a prior period.

From Monday 08/04/2003 to Sunday 08/10/2003									
Mon 8/4	Tue 8/5	Wed 8/6	Thu 8/7	Fri 8/8	Sat 8/9	Sun 8/10	Short Description	More...	Delete
8.000	8.000	8.000	8.000	4.000	0.000	0.000	Regular	More...	Delete
0.000	0.000	0.000	0.000	4.000	0.000	0.000	Admin Used	More...	Delete

[Add a New Line](#) [Apply Rules](#) [Previous Week](#) [Next Week](#)

[Save](#)

[Return to Search](#)

It is possible to populate the week according to the employee's schedule by clicking the Apply Schedule button. Rules can be processed on this page by clicking the Apply Rules button. The 'Previous Week' and 'Next Week' buttons allow easy navigation forward and backwards through the calendar. Clicking the Save button posts the time.

Enter or change time reporting data in the table below. Time may also be entered by pressing the "Apply Schedule" pushbutton.
The pushbutton will populate data in the table with time reporting data from the employee's scheduled time definition.
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

From Monday 08/18/2003 to Sunday 08/24/2003									
Mon 8/18	Tue 8/19	Wed 8/20	Thu 8/21	Fri 8/22	Sat 8/23	Sun 8/24	Short Description	More...	Delete
0.000	0.000	0.000	0.000	0.000	0.000	0.000		More...	Delete

[Add a New Line](#) [Apply Schedule](#) [Apply Rules](#) [Previous Week](#) [Next Week](#)

[Save](#)

[Return to Search](#)

Rapid Entry

The Rapid Entry panel allows line by line data entry for employees in a format that is adaptable to the needs of individual users. A session is built that can be saved and appended to later, or submitted to Time and Labor. Navigate to: Administer Workforce > Capture Time and Labor > Use > Rapid Entry. Choose Add to create a new session.

Rapid Time Reporting

Rapid Session Information

Session Number: 999999999 'Description: Rapid Entry

Template Type: Elapsed 'Rapid Time Template: BASIC

Session Status: Not Submit 'Add/Replace: Replace

Rapid Detail Information

Delete	EmpID	Name	Date	TRC	Quantity
<input type="checkbox"/>					

Add Row(s) Delete Selected Row(s)

Rows to Add: 1 ☒ Copy Down Values from Last Row ☐ Increment Date

Save Submit User ID: JEFFREYB Date/Time Stamp: 07/23/02 4:21:29PM

Refresh

The Template Type options are Elapsed or Punch. Reported Elapsed time counts the number of hours worked, regardless of beginning and ending time. Punch time is adapted for use of time clocks, and tracks beginning and ending times, as well as break and meal times. The Rapid Time Template allows selection of customized data entry templates. The time reporting fields can be included or excluded as needed by the users. The Add/Replace field allows the user to select whether this session will append to the time already reported in T&L, or delete and replace existing time.

The Rapid Detail Information section includes functions for adding one or many lines with the options of copying data from the previous line and incrementing the date.

After a session is saved, it can be submitted to Time and Labor, or re-opened and modified.

Time and Labor processes

Time Administration

After time is posted to employees using any of the methods discussed above, the Time Administration process must be run for all employees. This process runs all appropriate rules (injury pay rules, comp time adjustments, etc), and edits the posted time for errors such as invalid TRCs, or insufficient leave balances.

To navigate to the Time Administration panel, select: Home > Administer Workforce. Capture Time and Labor > Process > Time Administration.

[Home](#) > [Administer Workforce](#) > [Capture Time and Labor](#) > [Process](#) > [Time Administration](#)

Process Time Admin

Run Control ID: TimeAdmin [Report Manager](#) [Process Monitor](#) [Run](#)

☐ Forecast Payable Time
☒ Use Reported Time for POI
☐ Use Current Date

Process Date: 08/17/2003

Employees To Process				View All	First	1 of 1	Last
EmplID:	Empl Rcd #:	Group ID:	*Include/Exclude Indicator:				
		FINAN					

[Save](#) [Add](#) [Update/Display](#)

Select the box for 'Use Reported Time for POI (Period of Interest)'. This will select the range of dates to process for each employee based on what time has been reported for them for this pay period. Input the current Pay Period ending date in 'Process Date.' Time Administration may be run for an employee, a list of employees, or a Time and Labor group. Click 'Save' and 'Run.' You can click the link for Process Monitor to verify when the process is complete.

Manage Exceptions

When Time Administration creates exceptions for reported time, (e.g. invalid TRC, insufficient leave balance) these exceptions must be corrected and cleared before the time can be approved and pass through to payroll. Exceptions can be viewed by Time and Labor group, or by Employee

After Time Administration is run, access the Manage Group Exceptions page by navigating: Home > Administer Workforce > Capture Time and Labor > Manage > Manage Group Exceptions.

Access exceptions by employee by navigating: Home > Administer Workforce > Capture Time and Labor > Manage > Manage Exceptions. Each link in the 'More' column will bring up a page with additional details about the error message. Exceptions can be generated because of errors in Time and Labor setup tables, or individual daily time reporting errors. The appropriate correction must be made and Time Administration re-run to clear the exception.

EmpID	More	Description	Status	Date	Severity of Exception
06291	TLX00440	TRC is not in TRC Program	Unresolved	02/17/2003	High
06291	TLX00440	TRC is not in TRC Program	Unresolved	02/18/2003	High
06291	TLX00440	TRC is not in TRC Program	Unresolved	02/19/2003	High
06291	TLX00440	TRC is not in TRC Program	Unresolved	02/20/2003	High
06291	TLX00440	TRC is not in TRC Program	Unresolved	02/21/2003	High
06291	TLX00440	TRC is not in TRC Program	Unresolved	02/24/2003	High
06291	TLX00440	TRC is not in TRC Program	Unresolved	02/25/2003	High
06291	TLX00440	TRC is not in TRC Program	Unresolved	02/26/2003	High
06291	TLX00440	TRC is not in TRC Program	Unresolved	02/27/2003	High

Approve Time

After the Time Administration process is complete, time must be approved before it can be paid. This process allows review of all posted time and approval, either by individual or group. To navigate to the Approve Time panel: Home > Administer Workforce > Capture Time and Labor > Manage > Approve Time by Group (Employee). Enter the group name or employee id, the range of dates you want to approve, and click 'Search.'

[Home](#) > [Administer Workforce](#) > [Capture Time and Labor](#) > [Manage](#) > **Approve Time by Group**

Approve Time by Group

Find an Existing Value

Group ID:

Start Date:

End Date:

[Basic Search](#)

[Home](#) > [Administer Workforce](#) > [Capture Time and Labor](#) > [Manage](#) > **Approve Time by Group**



[New Window](#)

Approve Payable Time (Group)

Approve Payable Time for a Group

Group Information

Group ID: FINAN DAS/Finance Prelist

Payable Time From 08/04/2003 To 08/17/2003				View All	First  1-10 of 38  Last	
Approve	Approval Status	Name	Job Code Description	Actual Hours	Total Hours	More ..
<input type="checkbox"/>	Needs Approval	Dave,Urvashi K	Account Clerk II	80.000000	80.000000	More ..
<input type="checkbox"/>	Needs Approval	Pullern,Theresa S	Executive Secretary	80.000000	80.000000	More ..
<input type="checkbox"/>	Needs Approval	Bell,Margaret A	Accountant-Auditor II	80.000000	80.000000	More ..
<input type="checkbox"/>	Needs Approval	Simpson,John A	Accountant-Auditor II	80.000000	80.000000	More ..
<input type="checkbox"/>	Needs Approval	Minney,Mary Jane	Senior Accountant-Auditor	80.000000	80.000000	More ..
<input type="checkbox"/>	Needs Approval	Wiles,Gregory S	Treasury Officer	80.000000	80.000000	More ..
<input type="checkbox"/>	Needs Approval	Arellano,Yvonne M	Accountant-Auditor II	80.000000	80.000000	More ..
<input type="checkbox"/>	Needs Approval	Balekian, Frank H	Accountant-Auditor II	80.000000	80.000000	More ..
<input type="checkbox"/>	Needs Approval	Webster,Larry R	Accounting Technician	80.000000	80.000000	More ..
<input type="checkbox"/>	Needs Approval	Weaver,Jeanne A	Principal Accountant	80.000000	80.000000	More ..
<div>Approve All</div>						
<div>Save</div>						

COF customizations

There are three time reporting panels that have been developed by our programmers that provide additional functionality.

COF Time Reporting Page

This page is a variation of the Rapid Entry page with all the task entry fields arranged sequentially. Users can tab from field to field and enter data using only the keyboard, or the keyboard and mouse in combination. The last field is an 'Add' button that can be activated with the Enter key.

COF Time Entry Panel - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Links Address <http://busapps.fresno.gov/servlets/clientervlet/hr9dev/?cmd=start&> Go

PEOPLE Soft

Home Help Sign Out

Home > Administer Workforce > Capture Time and Labor > COF Entry > COF Time Reporting Page [New Window](#)

COF Time Reporting Page

COF Time Reporting Page [Process Monitor](#)

Session Information

Session Number: 9999999999

Description: Add/Replace: Replace

Time Detail Information

EmpID	Name	Date	TRC	Hours	PC Business Unit	Project/Grant	Activity ID	Resource Type	Account Code	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Submit to TL User ID: Last Updated: 07/23/2002 5:49:54PM

Save

javascript:submitAction_main2(document.main2,'PRCSRQSTD LG_WRK_LOADPRCSMONITORPB'); Local intranet

This page is similar to the Employee Time by Month page we are familiar with in version 7.51. Clicking on each day will take you to the daily time reporting page for data entry or modification. Within the limits of space, the TRC and hours reported for each day are displayed on the Month at a Glance calendar.

COF Time by Month - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Refresh Links Address http://busapps.fresno.gov/servlets/clientervlet/hr8dev/?cmd=start& Go

PEOPLE'S Soft

Home Help Sign Out

Home > [Administer Workforce](#) > [Capture Time and Labor](#) > [COF Entry](#) > [COF Time by Month](#) [New Window](#)

COF Time and Labor Calendar



COF Time and Labor Month at a Glance

Jeffrey R Beatty EmplID: 04509

July 2002 07 - July 2002 View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independen	5	6
7	8 E	9 E	10 E	11 E	12 E	13
14 E	15 E	16 E	17 E	18 E	19 E	20
21 E	22 E	23 E	24 E	25 E	26 E	27
28	29	30	31			

Done Local intranet

COF Employee Time Entry

This data entry format allows reporting time for one employee and a number of days or for one day for a number of employees. Choose the search criteria that is appropriate, then use the add lines function, or the next in list function to move between days or employees.

[Home](#) > [Administer Workforce](#) > [Capture Time and Labor](#) > [COF Entry](#) > **COF Employee Time Entry**

COF Employee Time Entry

Find an Existing Value

Search By:

Date Under Report:

[Advanced Search](#)

COF Employee Time Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Links Address <http://busapps.fresno.gov/servlets/clientervlet/hr8dev/?cmd=start&> Go

PEOPLE'S Soft

Home Help Sign Out

Home > Administer Workforce > Capture Time and Labor > COF Entry > COF Employee Time Entry [New Window](#)

COF Time Data Entry Page

EmpID: 04509 Beatty, Jeffrey R Date Under Report: 07/22/2002

TRC	Hours/Units	Show/Hide Project Fields	Comments
1 R01	8.000000	Show/Hide Project Fields	

First 1 of 1 Last

Save Return to Search Next in List Previous in List Add Update/Display

Next in list

javascript:submitAction_main2(document.main2, '#ICNextInList'); Local intranet